

# Spotlight



## on Student Assessment and Accountability

### What's New


February 5, 2015

Quick Links ... take you directly to articles

- Initial Material Orders Now Open
- Register for the 2015 Michigan School Testing Conference (MSTC)
- Registration is now open for the DRC Technology Coordinator Training for the Michigan Online Spring 2015 Assessments! 

### Important Dates and Reminders

### Recently Asked Questions

 The computer icon highlights Spotlight articles that contain information tech coordinators also need to know.

#### Initial Material Orders Now Open

Initial Material Orders for M-STEP and MI-Access grades 3–8 and High School (HS) are now available on the Secure Site through 5:00 PM, February 18, 2015. **If you are administering the M-STEP and/or MI-Access Functional Independence (FI) online, you may still need to order the paper/pencil version of the test for a few students and you can do so at this time.** Detailed instructions can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the Quick References section. A few important things to note:

- M-STEP and MI-Access Functional Independence (FI) standard test booklets have been populated on the Initial Material Order screen based on the number of students pre-identified on the Secure Site. You will still need to place an order for the test booklets.
  - o The number of standard test booklets will update as you pre-ID students and unassign students for paper/pencil testing. Please note: once you “Save” the order, the number of booklets will NOT continue to update. However, users can manually update the order through 5:00 PM, February 18, 2015.
  - o Even though the standard test booklets field for M-STEP and MI-Access FI have been populated based on pre-ID, you must “Save” the order for it to become an order.
- There are no CDs or DVDs available for M-STEP ELA and mathematics. Schools will follow the Read Aloud guidelines located at [www.michigan.gov/MSTEP](http://www.michigan.gov/MSTEP) for students requiring an audio accommodation and who are using the paper/pencil test.
- A district level user of the Secure Site can change the shipping destination from the default of school to district. Please note: if the shipping destination is changed for one school within the district, the shipping destination will be applied to ALL schools in the district. There is not an option to make different selections for

*(Continued on next page)*

- Sign up for Spotlight at: <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>. Enter your email address and select Spotlight under Student Assessment.

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.

each school in the district. If shipping to the district is requested, the boxes will be labeled by school to assist in distribution.

- MI-Access FI ELA: Expressing Ideas is NOT available online and all students must take the assessment using the paper/pencil test. All schools (including schools testing online) administering the FI ELA: Expressing Ideas will need to place an order for paper/pencil test booklets on the Secure Site. Please note: ELA Expressing Ideas and Accessing Print cannot be split with M-STEP.
- All MI-Access initial material orders will be sent to the district office. There is not an option available to have materials sent to the buildings.
- MI-Access Participation (P) and Supported Independence (SI) are administered to the student one-on-one and a test booklet is not needed for each student. All schools administering the MI-Access P and SI will be required to enter the number of administrators under the material order page to ensure the appropriate number of materials are sent. Teachers will record student responses online and not in a test booklet.

If you have any questions or concerns, please contact us at 877-560-8378 and select option 3 or email [baa@michigan.gov](mailto:baa@michigan.gov).

## Register for the 2015 Michigan School Testing Conference (MSTC)!

*Date: February 18–20, 2015*

*Location: Kensington Court Hotel, Ann Arbor*

The Division of Accountability Services (DAS) will be presenting important updates regarding the spring 2015 statewide assessments at several MSTC sessions.

Topics will include:

- Transition to the new M-STEP Statewide Assessments.
- What to expect from the new Online Reporting process.

- An overview of the new Technology Enhanced test items.
- Michigan's Alternate Assessment program (MI-Access).
- Transition of accountability systems for spring 2015.
- Student growth percentiles.
- WIDA assessment updates.

For more information, or to register for MSTC, go to <http://www.gomiem.org/node/1364>, or call MIEM at (517) 327-2589.

## Registration is now open for the DRC Technology Coordinator Training for the Michigan Online Spring 2015 Assessments!



These sessions will cover an overview and basic installation of DRC's INSIGHT and TSM software needed for Spring 2015 M-STEP and MI-Access online testing.

- Session 1: Monday, February 23, 2015  
1:00 – 2:00 PM.
- Session 2: Tuesday, February 24, 2015  
10:00 – 11:00 AM.

To register, or for more information, please click on the links below:

[Registration for Session 1: Monday, February 23](#)

[Registration for Session 2: Tuesday, February 24](#)

After registering, you will receive an email confirmation of your registration.

Please note: trainings will not include test administration information. Training for district and building coordinators will be announced soon!

## Important Dates and Reminders


Upcoming important dates, recent topics, etc.

### Approaching Deadlines!

- **February 2 – 6, 2015:** ACT Test Coordinator receives *non-secure* shipment(s).
- **February 2 – 6, 2015:** WIDA materials arrive in districts.

### Important Dates

#### February 2015

-  **NOW – February 6, 2015:** Action steps to prepare for the Spring 2015 Transition Readiness are located in both word and PDF formats here:
  - [Spring 2015 M-STEP Transition Readiness Timeline](#) WORD
  - [Spring 2015 M-STEP Transition Readiness Timeline](#) PDF
- **NOW – February 11, 2015:** Window for ACT to receive ACT- Approved Accommodations Late Consideration Form. For questions, please contact ACT by phone at 800-553-6244 ext.1788 or via email at [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org).
- **February 2 – 11, 2015:** Window for ACT Test Coordinator to order ACT Plus-Writing State-allowed Accommodations materials.
- **February 2 – 18, 2015 at 5:00 PM:** Initial Material Orders for M-STEP and MI-Access grades 3–8 and HS is now available on the Secure Site. (See page 1 for more information.)
- **NOW – February 18, 2015:** M-STEP and MI-Access Grades 3–8 and high school Pre-ID to receive printed barcodes.
- **February 2 – March 2, 2015:** Window for schools to:

- Conduct supervised ACT pre-test sessions.
- Conduct ACT room supervisor and proctor training.
- Arrange to meet ACT testing requirements at school or off-site location.
- **February 9 – March 27, 2015:** WIDA ACCESS and Alternate ACCESS for ELLs testing window. Please refer to the Spring 2014 – 15 WIDA Schedule for more information about important WIDA ACCESS testing dates.
- **February 10 – 12, 2015:** M-STEP Spring 2015 Student Supports and Accommodations **Webinars**. *While registration is now full for February sessions, **space is available for one of two dates in March (see March 3 and 4, 2015 below for more information.)***
- **February 23 – 27, 2015:** ACT Test Coordinator receives secure standard time and accommodations materials.

#### March 2015

- **March 3, 2015:** Day 1 ACT Plus Writing Initial Test Date.
- **March 4, 2015:** Day 2 WorkKeys Initial Test Date.
- **March 3 and 4, 2015:** M-STEP Spring 2015 Student Supports and Accommodations **Webinars**.

*Note: Registration for March 3rd is now full, however, March 4 sessions have availability.*

Morning session: 8:00–9:00 AM.  
Afternoon session: 2:00–3:00 PM.

(Continued on next page)

## Important Dates and Reminders

Upcoming important dates, recent topics, etc.

To register please send an e-mail to [baa@michigan.gov](mailto:baa@michigan.gov) with the subject line Student Supports and Accommodations Webinar and include the date and time you wish to attend. Interested participants may also call 877-560-8378. Note: Registration confirmations will be sent prior to the session date.

- **March 17, 2015: ACT** Plus Writing Makeup Test Date.
- **March 18, 2015: WorkKeys** Makeup Test Date.
- **March 3 – 17, 2015:** Day 1 **ACT** Plus Writing Accommodations Test Window.
- **March 4 – 18, 2015:** Day 2 **WorkKeys** Accommodations Test Window.

### Articles in Our Last Spotlight, January 29, 2015

To access the following *What's New* articles from the last Spotlight edition, go to our: [January 29, 2015 Spotlight](#).

- Classroom Activities & Performance Tasks are Optional for High School - page 1.
- M-STEP Performance Task Administration Clarification - page 1.
- New Date Added to Student Supports and Accommodations Webinars - page 2.
- New Student Supports & Accommodations Information - page 2.
- Transition Readiness Timeline Update - page 2.
- M-STEP Mathematics Response Grid for Paper/Pencil Assessments - page 2.
- WIDA ACCESS for ELLs Material Update - page 2.
- ACT, WorkKeys, and WIDA Accountable Students & Test Verification - page 3.
- BAA/DAS Phone Menu Options Change - page 3.

## Recently Asked Questions

**I am a seventh grade teacher and I am looking for information about the science test that will be given in the spring. Are there any science classroom activities and performance tasks available on the M-STEP website?**

The M-STEP Science assessment that will be administered this spring consists only of multiple-choice items. There will not be a classroom activity or performance task associated with the science assessment. This is also true of the M-STEP Social Studies assessment.

For more information, please see the Spring 2015 M-STEP Science and Social Studies Assessment Information and the M-STEP Spring 2015 Michigan Assessment Transition documents, both posted on the [M-STEP webpage](#). Also see page 3 of the [November 20, 2014 edition of the Spotlight on Assessment and Accountability](#).

**If our school is using iPads for the spring 2015 M-STEP assessments, can the keyboards embedded in the devices be used instead of external keyboards, or is it recommended that we use external keyboards?**

The MDE requires the use of external keyboards for the spring 2015 M-STEP assessments. Without the external keyboard, the embedded keyboard that pops up on the iPad display screen will restrict the visibility of the item to which the student is responding. This could cause the student to overlook a portion of the item. The keyboard embedded in the device must be disabled.

► *Prior Recently Asked Questions can be found at [http://www.michigan.gov/documents/mde/Recently\\_Asked\\_Questions\\_470957\\_7.pdf](http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf).*